



100 E. Carolina Ave.  
P.O. Drawer 2497  
Hartsville, SC 29551  
[www.hartsvillesc.gov](http://www.hartsvillesc.gov)

January 26, 2017

**Qualifying Employee**  
**123 Main Street**  
**Hartsville, SC 29550**

Re: Family and Medical Leave Act Benefits and Information

Dear Employee:

Based upon available information, the City has concluded that your absence beginning approximately **February 6, 2017** is a qualifying absence under the Family and Medical Leave Act (FMLA). The primary purposes of this letter are to advise you of the benefits available to you under the FMLA and to advise you that your absence from work during the above period, whether paid or unpaid leave, will be counted as part of your twelve (12) work week FMLA leave entitlement.

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons. [Eligible employees can take up to twelve (12) work weeks of FMLA covered leave in any rolling twelve (12) month period.] If an eligible employee is able to return to his position prior to the expiration of this twelve (12) work week period, the FMLA entitles the employee to reinstatement.

You are required to provide regular updates regarding your status and your ability to return to work. Please contact me at 843-383-3026 regarding any changes in your status or your ability to work.

The City will continue to pay its share of your health insurance premiums during the 12 week leave entitlement, and you remain responsible for paying your portion of the health insurance premiums along with all other deductions on the date they are normally deducted from your paycheck.

Enclosed in your FMLA packet are the following documents:

- FMLA Employee Rights & Responsibilities
- FMLA Fact Sheet #28
- \*Certification of Healthcare Provider
- Notice of Eligibility and Rights & Responsibilities

**\*Your Certification of Healthcare Provider is due back to the City no later than February 22, 2017 as outlined in your Notice of Eligibility and Rights & Responsibilities form.** If this information is not provided in a timely manner, your leave may be denied. Please contact me at 843-383-3026 at your earliest convenience should any issues arise or if you require further explanations regarding the information provided in this letter and subsequent attachments.

Sincerely,

Rebecca Mejia-Ward  
Human Resources Manager



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May 2, 2017

**Qualifying Employee**  
**123 Main Street**  
**Hartsville, SC 29550**

**Re: FMLA Leave Exhausted / Maximum Sick Leave Accommodation**

Dear Employee:

This letter serves as notification of the expiration of your 12-week leave entitlement under the Family and Medical Leave Act (FMLA). According to our records, your leave which began on February 6, 2017 **exhausts the twelve weeks' entitlement on May 3, 2017.**

Based on medical documentation received in our office today **(5/2/17)** and our discussions, your healthcare provider expects to release you to work to full duty upon completion of supplementary care, requiring an additional 6-8 weeks out of work for recovery and therapy related to your condition. Follow-up assessments will be made and communicated within the 6-8 week period accordingly.

The City has approved to extend to you a Maximum Sick Leave through **June 20, 2017** while you receive continued treatment, in conjunction with the City's Sick Leave Transfer Program. This will allow you to continue your benefits and receive compensation from the Sick Pool through **June 20, 2017.**

If you are released to return to work before **June 20th**, please let us know. If not, please provide us with your updated status no later than **6/20/2017.**

NOTE:

Based on the facts mentioned, your leave, effective 5/3/2017, is classified as a medical **(Non-FMLA)** leave of absence, which is not a job-protected absence. A Non-FMLA leave does not guarantee an employee's return to the same position or reinstatement to any position.

Please contact HR if you have any questions.

Sincerely,

Rebecca Mejia-Ward  
Human Resources Manager